

Planning Department

TOWN OF ACTON  
472 Main Street  
Acton, Massachusetts 01720  
Telephone (978) 264-9636  
Fax (978) 264-9630  
planning@acton-ma.gov

**MEMORANDUM**

**To:** Planning Board **Date:** April 21, 2005  
**From:** Roland Bartl, AICP, Town Planner *R. B.*  
**Subject:** Gagliano, 17 Washington Dr. – Residential Compound Subdivision Application

Location: 17 Washington Drive  
Applicant: Guido and Helene Gagliano  
Address: 17 Washington Dr., Acton MA 01720  
Owner: same as applicant  
Engineer: Goldsmith, Prest & Ringwall, Inc.  
Units/Lots: 2 (1 new)  
Street name: none  
Street Length: +/-600 feet  
Map/Parcel: E-3/88  
Zoning: R-2, GPD Zone 4  
Hearing Date: 4/26/05  
Decision Due: 5/29/05

The applicant is proposing a division of their land to create one additional house lot. The land has plenty of acreage but lacks frontage on Washington Drive for additional lots through a simple ANR division. Consequently, the proposal suggests a subdivision to create new frontage to satisfy zoning requirements for buildable lots.

The applicant met with the Board informally in May 2004, where he presented two "proof plans": One with a cul-de-sac turnaround, the other with a T-turnaround. Both plans showed compliance with the subdivision rules' dimensional requirements for street layouts while leaving sufficient land area for two lots. A third plan showed the applicant's preferred approach, which is now before the Board. The Planning Board at the time signaled its general agreement in concept with the applicant's preferred plan, but felt that the grade at the Washington Drive end needs moderation.

Comments (please refer also to comments from other departments):

1. When the Board approved Monroe Drive it left 50 feet for access to Gagliano's land from there. However, the configuration of the land and the current circumstances appear to make access from Monroe Drive impractical. Access from Monroe Dr. would have required a small subdivision, too, with possibly more land disturbances.
2. Given the small scale of the proposed development, the application for approval of a residential compound subdivision is certainly appropriate including, in general, the requested blanket waivers from the subdivision rules, sections 8 and 9.

3. However, the Board has in the past not granted a waiver from the requirement for sidewalks. The Rules call for sidewalks along the property's frontage and along the street. Rather than build sidewalks in residential compound streets, the Board has required construction of an equivalent sidewalk length, based on cost, somewhere on a nearby existing street (preferred) or a donation to the Town for sidewalks in general. Here, the configuration of the subdivision layout would mean 600 feet of sidewalk at a cost of +/- \$15/foot for new construction (in place of a sidewalk along the length of the proposed street layout), and 150 feet of sidewalk at a cost of +/- \$30/foot for retrofitting an existing street with a sidewalk (150 feet frontage on Washington Drive). This is not counting the Monroe Drive frontage.  
This results in a total of \$13,500 for equivalent construction or sidewalk gift, which seems rather out of proportion with the scale of the development. The length of the subdivision street layout (parcel A) could be a little shorter and still provide legal frontages for two lots, but such a change would not remedy the proportionality problem.  
The applicant's engineer could investigate the feasibility and estimated cost of constructing a sidewalk along Washington Drive from Coolidge Dr. to Musket Dr., or on Musket Dr. from Revolutionary Rd. (west) to the neighborhood clubhouse/pool. Both stretches seem fairly easy for building a sidewalk and the cost could well be within the realm of proportionality.
4. In reviewing residential compounds we typically look for guidance at the common driveway standards of section 3.8.1.5 of the zoning bylaw. Here, the plan lacks sufficient detail to ascertain the degree of compliance with those standards. It should be noted that the common driveway standards do not apply to common driveways serving two lots, only for three or more.
5. The Applicant proposes to use the existing driveway, more or less, without changes except for trench patching the water main (blasting required?), delineate a street layout around it, and then call it day. Generally, it is difficult to see how the existing driveway for one residence would not also work for two. However, there is the real issue of the steep grade at Washington Drive:
6. The Planning Board has previously signaled concern over the grade of the driveway as it approaches Washington Drive. The plan has no grade notation - I estimate about 12.5%. There is no leveling-off space at Washington Drive. Flattening the grade would make it safer, which is what the Board should be concerned with.
7. Maintenance agreement – Section 10 of the Subdivision Rules requires a common drive maintenance agreement among the lot owners and a covenant that the owners will not ask the Town to maintain the street or to accept it as a public way. No draft documents have been submitted. We have model documents in our files that could easily be adapted for this location.
8. The abutting Sheldon lot has been divided in early 1994. The plan should be updated to show the division and the lots' ownership designation consistent through all plan sheets - Sheldon in front, Morrison in the rear. To my knowledge, only the Sheldon lot has a house on it. The second foot print should be removed from the plan.
9. The driveway merge near the houses should be reconfigured to allow for a three-point turn of a SU-30 design vehicle (fire engine).
10. The applicant has requested a partial waiver from the application fee. The fee has been paid. I agree that the fee is out proportion. The reason is the same as outlined above in the discussion on sidewalks. However, application fee waivers are in the jurisdiction of the Board of Selectmen, not the Planning Board.

Cc: Town Manager  
Engineering Department  
Applicant

**TOWN OF ACTON**  
472 Main Street  
Acton, Massachusetts, 01720  
Telephone (978) 264-9628  
Fax (978) 264-9630

**Engineering Department**

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**INTERDEPARTMENTAL COMMUNICATION**

**To: Planning Board**

**Date:** April 4, 2005

**From: Engineering Department** *Cay*

**Subject: Review of Definitive Subdivision: Gagliano Residential Compound**

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We have the following comments regarding the above mentioned definitive subdivision plan dated February, 2005.

1. The engineer needs to add the missing curve information along the sideline of Parcel A.
2. The engineer will need to propose a street number for the new house on Lot 1 and label it on the plans. There are no available street addresses on Washington Drive at this location. One alternative is to assign **17A Washington Drive** to the proposed dwelling. We recommend that the engineer show a sign adjacent to their shared driveway at Washington Drive clearly indicating the street addresses of these properties since the two dwellings are not visible from the street. This would be in addition to the street numbers being clearly posted on the dwellings in accordance with the Town Bylaw (Section E1).
3. Generally, the proposed road is designed to meet the criteria for common driveways. The engineer has requested waivers from this regulation in order to use the existing driveway. There is not enough information on the plans to clearly identify how the existing driveway might or could comply with the rules. The existing driveway appears to be 11 feet wide with trees adjacent to the pavement which could be a problem if a vehicle needs to drive around another vehicle. We would like to ensure that there is no additional runoff draining onto Washington Drive that could potentially cause a problem such as icing during the winter months.
4. There is no turnaround shown on the plans for an emergency SU-30 vehicle. The Fire Chief will need to review these plans to ensure that the emergency vehicles can safely enter and exit the property. The overall length of the driveway is about 600 feet.
5. We do not recommend granting a waiver from the sidewalk requirements for the subdivision.

6. The typical detail for the bituminous concrete pavement shows an overall pavement thickness of 2.5 inches. The Town typically requires the pavement thickness to be a minimum of 3 inches applied in two courses over the 12-inches of gravel base.
7. There are no proposed monuments such as stone bounds or iron rebars along the right of way (Parcel A) for the shared driveway. The engineer could propose property markers to demarcate the property line between Lots 1 and 2. The engineer could also set some additional property markers along the property line between Lot 1 and the abutting properties on Coolidge Drive to ensure that future homeowners do not encroach onto the neighboring lots.
8. The engineer should be required to submit an as-built plan to certify the subdivision has been built in compliance with the approved plan.
9. The maintenance agreement for the shared driveway should incorporate the standard language for private ways so the future residents clearly understand the Town will not be responsible for snow plowing or any other related maintenance and that the shared driveway will not become a public way.

## Roland Bartl

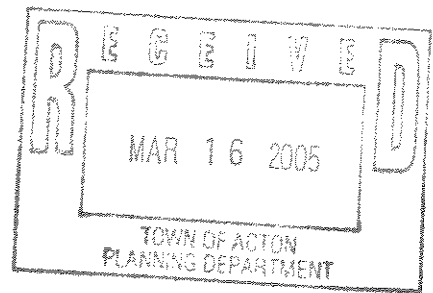
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**From:** Robert Craig  
**Sent:** Friday, April 22, 2005 2:09 PM  
**To:** Roland Bartl  
**Subject:** Gagliano Subdivision- 17 Washington Drive  
**Importance:** High

Roland: After review of this plan the only comment that I have is that the design of the turn-around at the end of this drive does not appear to be adequate for fire apparatus. Chief Craig

4/22/2005

ACTON PLANNING DEPARTMENT  
Inter-departmental Memo  
978-264-9636



**Date:** March 3, 2005  
**To:** Steve Barrett, Finance Director  
**From:** Kristin K. Alexander, Assistant Planner *KKA*  
**Subject:** Review of Definitive Subdivision entitled "Gagliano Residential Compound"  
17 Washington Drive  
Map: E-3, Parcel: 88

The Planning Board has received an application for the above referenced subdivision and is scheduled to hold a public hearing on April 26, 2005. Please advise the Board of any delinquent taxes owed on the property at this time. If any property taxes are overdue, the Planning Board will include a condition requiring tax payment in their decision.

☒ No property taxes due at this time.

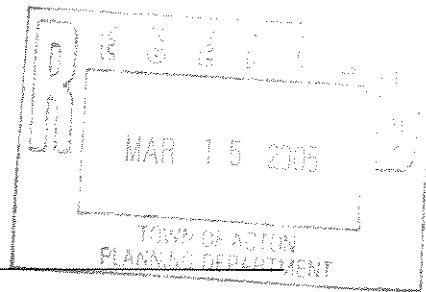
☐ The following property taxes are overdue at this time:

*[Handwritten Signature]*  
\_\_\_\_\_  
Signature

*3/15/05*  
\_\_\_\_\_  
Date

Thank you for your attention to this request.

ACTON PLANNING DEPARTMENT  
Inter-departmental Memo  
978-264-9636



**Date:** March 3, 2005

**To:** Assessors  
Conservation Commission  
Fire Department  
Municipal Properties  
Water District  
Building Commissioner  
Engineering Administrator  
Health Department  
Police Department, fyi

**From:** Kristin K. Alexander, Assistant Planner *KKA*

**Subject:** Review of Definitive Subdivision: Gagliano Residential Compound

Attached is an application for approval for a definitive subdivision which is being proposed as a Residential Compound: Gagliano Residential Compound. General information about the proposed development is as follows:

Location: 17 Washington Drive  
Applicant & Owner: Guido and Helene Gagliano  
Address: 17 Washington Drive, Acton, MA 01720  
Engineer: Goldsmith, Prest & Ringwall, Inc. (GPR)  
Lots: 2  
Street Name: unnamed  
Street Length: +/- 590 feet  
Map: E-3  
Parcel: 88  
Zoning: R-2  
Decision Due: July 13, 2005

Please review the enclosed application and send your comments to the Planning Department no later than April 15, 2005. The public hearing is scheduled for April 26, 2005 at 7:45 PM. If you have any questions, please call the Planning Department at 264-9636.

Review Comments: *AWD rules and regulations call for separate service lines for new homes. Given the distance the most appropriate way to handle this may be to install a meter pit? Property owners should contact AWD to discuss.*


Signature: 

Date: *3-11-05*

# ACTON MUNICIPAL PROPERTIES DEPARTMENT

## INTERDEPARTMENTAL COMMUNICATION

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**To:** Kristin K. Alexander, Assistant Planner *Date:* 3/8/05  
**From:** Dean A. Charter, Municipal Properties Director   
**Subject:** Gagliano Residential Compound review

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I have reviewed the plans submitted, and am somewhat familiar with the neighborhood of the proposed Residential Compound. As the proposed development will have no, or very minimal, impact upon my areas of interest, I have no comment.

cc.: Engineering



# ACTON PLANNING DEPARTMENT

## Inter-departmental Memo

978-264-9636

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**Date:** March 3, 2005

**To:** Assessors  
Conservation Commission  
Fire Department  
Municipal Properties  
Water District  
Building Commissioner  
Engineering Administrator  
Health Department  
Police Department, fyi

**From:** Kristin K. Alexander, Assistant Planner *YKA*

**Subject:** Review of Definitive Subdivision: Gagliano Residential Compound

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Review Comments: I have no comments

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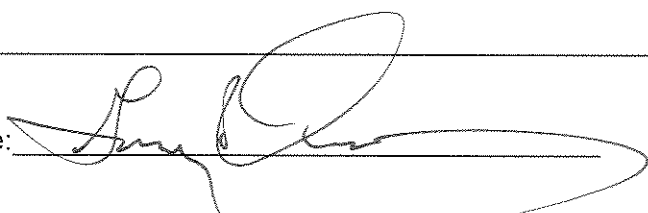
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Signature: 

Date: 3/7/05

# ACTON PLANNING DEPARTMENT

## Inter-departmental Memo

978-264-9636

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**Date:** March 3, 2005

**To:** Assessors  
Conservation Commission  
Fire Department  
Municipal Properties  
Water District  
Building Commissioner  
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Health Department  
Police Department, fyi

**From:** Kristin K. Alexander, Assistant Planner *VKA*

**Subject:** Review of Definitive Subdivision: Gagliano Residential Compound

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Review Comments: THERE ARE NO WETLANDS OR CONSERVATION  
ISSUES ASSOCIATED WITH THE DIVISION OF 17 WASHINGTON DRIVE.  
FOR FUTURE REFERENCE, THE COVER PAGE OF THE PLANS UNDER ZONING -  
'NOTE [4]' SETBACKS, SHOULD BE CHANGED TO 50ft. undisturbed buffer  
75ft. setback to driveways and structures.

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Signature: \_\_\_\_\_



Date: \_\_\_\_\_

3.7.05

ACTON PLANNING DEPARTMENT  
Inter-departmental Memo  
978-264-9636

**Date:** March 3, 2005

**To:** Assessors  
Conservation Commission  
Fire Department  
Municipal Properties  
Water District  
Building Commissioner  
Engineering Administrator  
Health Department  
Police Department, fyi

**From:** Kristin K. Alexander, Assistant Planner *KKA*

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Review Comments: *The Health Department is in the process of reviewing the onsite wastewater system plans submitted by the applicant. We have no comments at this time.*

Signature: 

Date: *3/4/05*